



City of Mount Rainier
One Municipal Place, Mount Rainier, MD 20712
Phone: (301) 985-6585 Fax: (301) 985-6595

To: Mayor and City Council

CC: Public

From: Miranda Braatz, City Manager

Date: November 1st, 2016

Subject: City Manager Report

City Hall

- Mark your calendars, a Municipal Holiday Open House will take place on December 7th from 6 to 9pm. The Department of Public Works, Police, and City Hall will be open with food and featured information and speakers!
- Thank you to all the residents and visitors who joined us for the 5k and Children's Halloween Party, a great time was had by everyone.
- The Message (City Newsletter) is printed bi-monthly, with the next issue coming out December 1st.

Finance Department

- The first quarter financial report is now out, a copy can be found on the website

Police Department

- The Police Chief's October Report is attached to the end of this report as Attachment A

Public Works

Operations, Repairs and Maintenance

- The Public Works Department has assisted with the repairs and remodeling of City Hall, including overseeing the contractor's work and electric work, moving for the moving

process for the MRTV, Code Enforcement, Administrative Services, and Finance Department offices, and purchasing and assembling furniture for City Hall.

- The Department of Public Works is cleaning and organizing the facilities. Surplus equipment was sold, the storage area was cleaned and organized, and more work will be done in the coming weeks including continued cleaning, taking full inventory, and assessing additional needs for the department.
- The Department of Public Works conducted maintenance and repairs were conducted on the city's fleet including service and repair of the code enforcement vehicle and tailgate repair on 2010 Ford 350 and the 2005 Ford Ranger, and getting renew inspections for waste management trucks
- The Department of Public Works conducted maintenance and repairs to City facilities including arranging for the repair of several street lamps on the 3300 block of Rhode Island Avenue, and assessing the existing condition of the Community Toolshed and Bike Co-op, and conducting maintenance and clean-up at the Community Toolshed Building.

Provide City Services

- Mount Rainier Department of Public Works provides the important service to city residents of waste management the regular schedule is below

Mondays Yard Waste and Bulk Trash collection (1st and 3rd Mondays)

Wednesdays Trash Collection

Fridays Recycle collection

Electronic Recycling drop off day October 15th. The City also collects electronics for recycling at the Department of Public Works building (3715 Wells Ave) Monday through Friday during business hours.

- The Department of Public Works operates regular Call A Bus service for residents and reports the usage and maintenance records to Prince George's County Department of Public Works and Transportation.
- The Public Works Team maintains the City's public spaces by following a weekly grass cutting schedule for city property and a tree watering routine in accordance with the Tree Commission's guidelines. The Public Works team follows a routine street cleaning and litter pick-up schedule in the business district.
- Jessica is servicing at the Tree Committee Liaison and is working with them to develop a tree care plan. She attend the DNR Roadside Tree Care Expert training course and received her certification in October. The Public Works department coordinates with Timberline Tree Service and communicate with residents about tree trimming schedule and issuing tree permit.

Street Improvements

- The Department of Public of Works repaired streets and sidewalks in various locations around the city including a sidewalk repair at 32nd Street and Rainier Ave, large pothole on Arundel Road.
- The Director of Public Works is overseeing the implementation of the Prince George's County Community Development Block Grant (CDBG), administered by Department of Housing and Community Development (DHCD). For the first phase of the project, with the PY41 funding, the bid package was prepared and advertised. Site visits were conducted on October 4th and the bid opening took place on October 13th. After careful analysis of the bids, Pavement Corporation was selected as the contractor and the CDBG portfolio manager was notified. A pre-construction meeting is scheduled for Wednesday November 2nd, and work is expected to begin in the coming weeks.
- CDBG PY 42 funding was awarded for phase II of the Street Improvement and Neighborhood Revitalization Program. Kamali and Jessica conducted a street survey to get dimensions and photos of existing conditions, defined the scope of work, and submitted the project revision form and Environmental Review materials.
- Jessica and Kamali are working with Councilwoman Tracy Loh to develop a comprehensive Street and Sidewalk database.

Special Events

- The Public Works team prepared for Mount Rainier Day, coordinated all necessary traffic signs and equipment rentals, and ensured a clean and safe Mount Rainier Day.
- Mike is collaborating with other staff to organize and execute the Mount Rainier 5k and Halloween events on Saturday, October 29th, 2016. The Public Works team is marking the race route, directing traffic, preparing water and equipment, set-up and clean-up, monitoring the event, and participating costume awards.

Snow/Emergency Preparedness

- Kamali and Jessica attended Prince George's County Snow Summit in Landover, MD to learn about the County's snow response procedures.
- Director of Public Works attended a webinar for winter weather preparedness to better understand and respond to weather forecasts.
- Jessica received cross training on communications and social media for emergency response
- Director of Public Works coordinate with the Finance Department to purchase necessary snow removal vehicles and equipment, including two Ford 350 Heavy Duty 4x4 trucks with snow package and an additional snow blower.

Administrative Services

I. Civic Engagement

- a. Coordinated the staff Halloween party scheduled for October 31, 2016
- b. Assisted with the coordination of the Mount Rainier 5k & Mount Rainier Halloween party
- c. Scheduled meetings with the principals of Thomas Stone & Mount Rainier Elementary school to discuss how we can partner.
- d. Scheduled a meeting with the Mount Rainier Sports Club to discuss the future of recreational activities for youth in the city.

II. Human Resources

- a. 7 interviews have been scheduled for the Code Enforcement Administrative Assistant position.
- b. The Director of Administrative Services has drafted job descriptions for all Public Works staff. The job descriptions are currently being reviewed by the Director of Public Works.
- c. Attended LGIT 29th Annual meeting in Annapolis.
- d. Scheduled a meeting with Chesapeake Employers Insurance Company to meet with representatives and discuss the City of Mount Rainiers current policy.

Code Enforcement

For the month of October the department of Code Enforcement has carried out the duties of the office and accomplished the following:

Permits

A total of thirty four (34) permits were issued

Building	16
Noise	02
Outdoor Event	01
Dumpster	05
Fence	03
Permit to Cut Right of Way	06
Solar	01

Violations

Property 09 (Written)
12 (Verbal)

Vehicle 02 (Written)
08 (Verbal)

Economic Development

- **Attachment B of this report is a memo from the Director of Economic Development answering the Council's most recent question regarding the RFP / RFQ opinion for the 3200 Block of Rhode Island Ave**

- I. Accomplishments/Highlights
 - a. Three major development projects (Development Projects B, C, and D below in section II: Major Development Projects) have broke ground between July and August 2016. All projects are currently underway.
- II. Major Development Projects
 - a. **3200 RIA, Mount Rainier Gateway Project:** LDA agreement terminated. Completed draft RFP for Mayor and Council to review. Awaiting Redevelopment strategy from the Revenue Authority (Prince George's County) by end of November 2016.
 - b. **3300 Block RIA rehabilitation:** construction in progress
 - c. **Urban Green single family net zero home:** construction in progress
 - d. **Flywheel Net-Zero Townhomes** – construction in progress
- III. Business Attraction, Retention, & Expansion (by number of businesses assisted)
 - a. *Business Attraction:* 3
 - b. *Business Retention:* 1
 - c. *Business Expansion:* 2
- IV. Grants/Resource Partnerships
 - a. SD-SGIF Grant: awaiting executed contract agreement
 - b. ATHA mini-grant (for digital and print marketing material): continue to work on the development of a city marketing brochure/map and economic development department website
- V. Economic Development Programs
 - a. **Mount Rainier Business Improvement Toolbox Program**
 - i. **Town Center Business Attraction and Expansion (Community Legacy Grant, \$50,000)**
 1. Façade/tenant-fit out improvements is underway in the MUTC zone. Projects anticipated to be closed out in December 2016.

ii. **Commercial Property Improvement Grant (Community Legacy Grant, \$100,000)**

1. Façade/tenant-fit out improvements funding open to all new and existing businesses. Program materials under development; considering incorporating materials into annexation strategy

b. **Annexation**

- i. No updates.

VI. Other City Projects: Infrastructure Improvements

a. **CDBG Street and sidewalk improvement project**

- i. Assisted Public Works on CDBG Streets project, RFP and Advertisement

b. **MD Bikeways Grant: Bike Infrastructure and signage**

- i. Submitted updated Workplan and Quarterly report. Next steps include developing a design for MDOT approval.

VII. *Marketing and Promotion*

a. City Website

- i. Active Users (30 days)

1. October 2016: 16,883 (*as of 10/30/16*) **6.5% increase from August 2016**

b. Social Media Stats

i. **Facebook Group (Mount Rainier, MD)**

1. Members: 1,282 ( 25) * More members than the Mount Rainier list serve (1,110)

ii. **Facebook Page (CityofMountRainierMD)**

1. Likes: 290 ( 35)

iii. **Twitter (MtRainierMD)**

1. Followers: 471 ( 58)

iv. **Instagram (officialmountrainiermd)**

1. Followers: 131 ( 15)

c. Mount Rainier Day 2016

- i. Coordinated marketing and volunteered at Mount Rainier Day event.

VIII. Mixed-Use Town Center (MUTC)

- a. MUTC Application Submitted: 0
- b. MUTC Application Approved: 0
- c. MUTC Application Pending: 2
- d. Attended Zoning Rewrite meeting with MUTC committee members

IX. Professional Development/Training

- a.** Attended the Annual International Economic Development Conference in Cleveland, Ohio.

- X.** Networking Events
 - a.** BizNow Event – Attend “Hot Corridors in the DMV. What it takes” event on H Street to listen to County Executives of Prince George’s and Montgomery County, and Economic Development Director of Arlington County talk about their projects. Networked with over 70 real estate professionals.

- XI.** MRBA
 - a.** Attended MRBA monthly meeting